**Q&A Record**

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| **Question** | **Response** | **Date** |
| Please confirm the submission deadline. | The deadline for submissions is 10am 18th August 2025. | 18/07/25 |
| With regards to the question on CVs; Is a brief detail of their qualifications/role within the company and time in the industry enough or do you want a full CV for each employee detailing all previous employment? | Yes, the brief detail of qualifications, role, etc. should be enough. Unless you consider it very relevant we do not require a full employment history. | 21/07/25 |
| On section 3.1 - Analysis of Contract Cost Per Annum at Bishops Otter Campus (BOC), Chichester:  Below the subtotal it says total for year one (a+b+c) should this read total for all years? | Apologies for this typo. Yes, it should read total for all five years (**a+b+c+d+e**) | 21/07/25 |
| Regarding the asset list for the Bognor Regis Campus (BRC), it appears that Appendix 4 is a duplicate of Appendix 3. Can you please provide the asset list for Bognor Regis Campus (BRC)? | The Appendices have now been updated and the BRC asset list is available at Appendix 4 | 22/07/25 |
| Please could you provide some clarity on the SLA terms, specifically concerning emergency breakdowns. The terms specify that attendance is required within 2 hours. Could you confirm whether this attendance will be by a representative from VSS or by your onsite Facilities Manager? | The SLA’s require the contractor to be in attendance within 2 hours of notification in emergency situations. (i.e. a member of personnel from the winning contractor) | 14/08/25 |
| We have requested costs for the filters and provided the supplier with the asset list. Unfortunately, they have informed us they are unable to provide a cost based on that information and they are unable to locate any detail of the filters. | Please find a list of filters and information on them in the documents available on our [help site](https://help.chi.ac.uk/tenders). | 14/08/25 |